



DARUL ARQAM ISLAMIC HIGH SCHOOL

**TWO RECENT
ID COLOUR
PHOTOS OF
STUDENT**

APPLICATION FOR ADMISSION

A. STUDENT PERSONAL DETAILS

FIRST NAME: SURNAME:
DATE OF BIRTH: IDENTITY NUMBER:
COUNTRY OF ORIGIN: GENDER: FEMALE / MALE
RESIDENTIAL ADDRESS:
..... CODE:
YEAR & GRADE APPLIED FOR: YEAR: PRESENT GRADE:
PREVIOUS SCHOOL:
LAST GRADE PASSED: YEAR: GRADES:
DOES THE STUDENT SUFFER FROM ANY MEDICAL CONDITIONS? YES / NO (If Yes, please specify):
.....

B. DETAILS OF MOTHER / LEGAL GUARDIAN

FIRST NAME: SURNAME:
DESIGNATION: MR / MRS / OTHER: IDENTITY NUMBER:
RELATIONSHIP: MARITAL STATUS:
OCCUPATION: EMPLOYER:
RESIDENTIAL ADDRESS:
.....
TEL (H): TEL (W): TEL (C):
EMAIL ADDRESS:
PARENTAL STATUS: STUDENT LIVING WITH PARENT/S / STUDENT'S LEGAL GUARDIAN

C. DETAILS OF FATHER / LEGAL GUARDIAN

FIRST NAME: SURNAME:
DESIGNATION: MR / MRS / OTHER: IDENTITY NUMBER:
RELATIONSHIP: MARITAL STATUS:
OCCUPATION: EMPLOYER:
RESIDENTIAL ADDRESS:
.....
TEL (H): TEL (W): TEL (C):
EMAIL ADDRESS:
PARENTAL STATUS: STUDENT LIVING WITH PARENT/S / STUDENT'S LEGAL GUARDIAN

D. DETAILS OF ANOTHER CONTACT IN THE CASE OF EMERGENCY

FIRST NAME: SURNAME:
RELATIONSHIP:
TEL (H): TEL (W): TEL (C):
EMAIL ADDRESS:

E. PROFILE OF PUPIL

Is the learner able to read the Qur'an ? Yes / No (If No, please explain):

Does the learner have any learning disabilities? Yes / No (If Yes, please explain):

Does the learner have any medical conditions/ allergies and/or on any medication? Yes / No (if Yes, please mention):

Has the learner failed any previous grade? Yes / No (if Yes, please mention):

Who do we in contact in case of a medical emergency? (Please state contact person, contact number & relation, eg. family doctor, parent, grandparent etc).
.....

Does the learner know what career to pursue? Yes / No
If yes, please specify.

Home Language: English / Afrikaans / Xhosa / Other
If other, please specify.

Citizenship

South African Foreigner Name of Country:

* **Note:** If foreigner a study permit will be required. Copy of passport and visa of learner's parents.

Family Background

How many children are there in the family?

Does the applicant currently have any siblings at the school? Yes / No (If yes, please specify names and grades):

Are both parents alive? Yes / No (If no, please specify):

Who is responsible for the child's education?

F. DETAILS OF ACCOUNT HOLDER

FIRST NAME: SURNAME:
DESIGNATION: MR / MRS / OTHER: IDENTITY NUMBER:
RELATIONSHIP: MARITAL STATUS:
OCCUPATION: EMPLOYER:
RESIDENTIAL ADDRESS:
.....
TEL (H): TEL (W): TEL (C):
EMAIL ADDRESS:
PARENTAL STATUS: STUDENT LIVING WITH PARENT/S / STUDENT'S LEGAL GUARDIAN

G. DECLARATION OF ACCOUNT HOLDER

We the undersigned, _____, hereby certify that the information given by us in the Application for Admission is complete and accurate. We accept joint and several liability to Darul Arqam Islamic High School for the due and punctual payment of the once-off, non-refundable enrolment fee, school fees and other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity. We accept the Financial Terms and Conditions of which a copy has been kept.

SIGNATURE OF ACCOUNT HOLDER

DATE

SIGNATURE OF 2ND PARENT / A PARENT / LEGAL GUARDIAN

DATE

SIGNATURE OF AN AUTHORISED SCHOOL REPRESENTATIVE

DATE

H. TERMS AND CONDITIONS

1. LEARNER REQUIREMENT

- 1.1. Learner needs to be Quran literate or in the latter part of the Surah.
- 1.2. Compulsory testing on learners aptitude for Islamic Studies.
- 1.3. Learner **must** be able to perform Wudhu.
- 1.4. Learner **must** be acquainted with Surahs and Duahs recited on a daily basis at school. (Surahs and Duahs available from our website.)

2. CODE OF CONDUCT

- 2.1 The **school's rules and regulations as set out in our Code of Conduct** (available for download on our website) are amended from time to time and shall be binding and be observed by the student and also by the parent or guardian, insofar as it may concern them.

3. FEES and METHOD OF PAYMENT

- 3.1 **ANNUAL** (less 5% discount if settled before 31st January)
EFT/ CARD/CASH due and payable the 1st Day of each month (10 months: January – October)
STOP ORDER (10 months: January – October)
- 3.2 **NEW LEARNERS** Registration fee and 2 months fees on acceptance. Balance (8 months: January to August)
RETURNING LEARNERS Registration fees due by 30 November for next academic year.
- 3.3 Payment of school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fee structure of the School. Statements will however be sent on a quarterly basis.
- 3.4 Please ensure that we have your latest e-mail address on record so that you can receive fee statements via e-mail.
- 3.5 Should the student start his/her schooling during the course of the year, the account payee shall remain liable for the fees due for the full term during which enrolment had taken place.

4. ARREAR SCHOOL FEES

4.1 If school fees are 1 month in arrears

If you have simply forgotten to pay, then please do so without delay, otherwise contact the Finance Officer to discuss your situation. **You will receive an email and sms from the credit controller. Please remember to honour any payment arrangements made.**

4.2 If school fees are 2 months in arrears

The student will be refused entry to the School premises until all arrears are settled or appropriate written arrangements are made with the Finance department.

4.3 Please note: Failure to adhere to arrangements, will result in the full school fees becoming immediately due and payable.

The account will be handed over to the school's attorneys for collection. All attorney costs will be for your own account.

4.4 The learner will be de-registered for the following academic year.

4.5 Applications for enrolment of learners whose sibling/s account are in arrears will not be considered.

5. CREDIT INFORMATION

The account holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act of 2005.

6. GENERAL

6.1 All pupils without exception receive Islamic instructions and attend all Islamic religious services.

6.2 In the event of an emergency arising, medical or otherwise, relating to the above mentioned student, in which it is not reasonably possible in the opinion of the principal or acting principal and or any staff member duly designated by the principal, for effective communication to be established with a parent or guardian, the principal or acting principal and/or staff member shall have authority, loco parentis, to make and cause and allow to be carried out any decision they consider necessary in the interest and welfare of the said student and/or of the school and/or of the rest of the students.

6.3 The school reserves the right to admission.

The signatures imply that the signatories have read and agree to the conditions of acceptance stated above.

SIGNATURE OF ACCOUNT HOLDER

DATE

I. REQUIRED SUPPORTING DOCUMENTS

- Copy of Student's Birth Certificate or ID Document
- Copy of Student's Latest Academic Report
- Copy of Parents / legal Guardians ID Document
- Study Permit (if Foreigner)
- Proof of Address of Parent and Account Holder
- Copy of Payslip / 3 Months Bank Statement (of Account Holder)
- Latest School Fees Statement (if applicable)
- Copy of Student's Madrassah Report
- Motivational Letter Why Your Child Should Attend DAIHS

J. FOR OFFICE USE ONLY

Application checked by:

PRINCIPAL

DATE

APPROVED

DECLINED

BURSAR

DATE

APPROVED

DECLINED